

Announcement #: 330487

An Open Competitive Recruitment for:

Class Code: 2.210V  
Posted: 3/17/03

### **ADMINISTRATIVE ASSISTANT IV**

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$30,902 to \$43,305 PAY GRADE: 29**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Office of Veterans' Services, Nevada Veterans' Nursing Home, **Boulder City**, Nevada. This is a 24-hour facility, therefore applicants may be required to work shift work. In order to receive consideration, applicants must indicate their availability to work in this geographical location and to accept the special conditions of employment indicated.

**APPLICATIONS ACCEPTED UNTIL: 3/31/03**

**THE POSITION:** This position will plan, organize and coordinate a program for recruitment, orientation and utilization of volunteer workers for the Nevada Veterans' Nursing Home. The Director of Volunteer Services will also be responsible for developing and monitoring a program budget and overseeing the facility gift shop.

**TO QUALIFY:** The minimum qualifications for this position require graduation from high school or the equivalent education and four years of progressively responsible relevant work experience which included experience in one or more of the following areas: providing administrative/program support to professional staff and management; performing secretarial duties in support of a manager; coordinating communications between the manager, staff and program clientele; supervision of subordinate staff; researching information from internal and external sources; **OR** one year of experience as an Administrative Assistant III in Nevada State service; **OR** an equivalent combination of education and experience.

**Additionally,** applicant must have directed a volunteer program in a large health care facility, consisting of 60 or more beds and have experience in making public presentations to large groups. **This experience must be indicated on your application. Lack of required experience will disqualify you from proceeding to the written examination.**

**CONDITION OF EMPLOYMENT:** Fingerprinting and background investigation through the Nevada Highway Patrol and the Federal Bureau of Investigations are required.

**THE EXAMINATION:** If there are five or fewer qualified applicants, the exam will consist of an application evaluation. Qualified applicants will be contacted by the hiring agency for interview. If there are more than five qualified applicants, **the exam will consist of a written weighted 100%.** The results of this recruitment may be used to fill subsequent vacancies.

**Areas of special attention for the written exam are:** 25 questions on employee supervision and training; 20 questions on research, analysis and development; 20 questions on accounts and budgets; 35 questions on office and program management.

#### **SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Lieka Fitzgerald  
Phone: (702) 486-2918  
TDD for the Hearing Impaired: (800) 326-6888  
E-Mail: lfitzgerald@dop.nv.gov

Department of Personnel  
555 E. Washington, Suite 1400  
Las Vegas, Nevada 89101-1046  
**Visit our Web Site: [http:// dop.nv.gov](http://dop.nv.gov)**

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 330491

An Open Competitive Recruitment for:

Class Code: 7.952L  
Posted: 3/17/03

### ***AGENCY/PROGRAM INFORMATION SPECIALIST II***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$41,447 to \$58,965 PAY GRADE: 36**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Department of Human Resources, Mental Health/Developmental Services, Desert Regional Center, **Las Vegas**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**THE POSITION:** Under general supervision, serves many information technology roles for assigned agency. These roles, including but not limited to Chief Information Officer, network administrator, programmer, and trainer, support all of the information system needs for internal agency applications and underlying computer network including offsite locations. The Specialist plays a pivotal role in the agency's information flowing properly, including training users on all systems. The position also serves as liaison to counterparts in other Developmental Services agencies, and advocates for the agency's needs within the division's information system. Working with specialists in other DS agencies, the incumbent helps develop, maintain and document a web-based, thin-client application designed to support all data, payment and billing capabilities divisionwide. The Specialist works with both regional and statewide staff to standardize the definitions of data fields, develop interfaces and reports using primarily Microsoft products and standard Internet languages, modify various database structures, train staff and maintain documentation. The incumbent will also ensure the agency's compliance with all Microsoft licensing policies and Health Information Privacy and Portability Act (HIPAA) requirements.

**TO QUALIFY:** The minimum qualifications for this position require graduation from high school or equivalent education and three years of professional experience related to the agency's program and mission, one year of which included professional level experience in one of the following areas: **1)** the analysis, design or programming of mainframe computers, mini-computers, micro-computers, other information systems, or a business system; **2)** or managing employees who analyze, design or program mainframe computers, mini-computers, micro-computers, other information systems, or business systems; **OR** one year of experience as an Information Systems Specialist I in Nevada State service; **OR** an equivalent combination of education and experience.

**APPLICATIONS ACCEPTED UNTIL: Further Notice**

Qualified applicants will be accepted on a "first come, first served" basis. Hiring may occur before the announcement is closed. Closure notice of one week or more will be posted on the weekly alphabetical listing of job announcements.

**SPECIAL NOTE:** Fingerprinting and a background investigation through the FBI and NHP are required of all Division of Mental Health/Developmental Services staff. The employee is responsible for the \$45.00 processing fee upon hiring plus additional fees for rolling fingerprints.

**THE EXAMINATION: The exam will consist of a rating of training and experience weighted 100%.** The results of this recruitment may be used to fill subsequent vacancies. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. Use a separate sheet of paper. Number your answers to agree with each question. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. **Attach the answer sheet to your application. Failure to attach the answers will result in a score based solely on the application.** If there are a sufficient number of qualified applicants, an assessment of each applicant's qualifications will be conducted. The (type of exam) examination will be limited to those most qualified based on that assessment. Please provide the following information: **1)** Describe your experience with developing Internet applications; **2)** Describe your knowledge of personal computers, such as Windows, email functions, virus protection, installing and using application software, such as all MS Office products and report generation software such as Crystal Reports, etc.; **3)** Describe your knowledge of Relational Database Design and experience using MS Access and MS SQL Server; **4)** Describe your experience in supporting end users; **5)** Describe your training and experience in network management, such as TCP/IP and ODBC.

**SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Adrian Foster  
Phone: (702) 486-2911  
TDD for the Hearing Impaired: (800) 326-6868

Department of Personnel  
555 E. Washington Avenue, Suite 1400  
Las Vegas, Nevada 89101-1046  
**Visit our Web Site: <http://dop.nv.gov>**

A resume will not be accepted in lieu of a State of Nevada application.

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**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 120001

An Open Competitive Recruitment for:

Class Code: 12.515  
12.516

Amended for Salary & Recruiters: 6/17/02

***CORRECTIONAL OFFICER  
CORRECTIONAL OFFICER TRAINEE***

**APPROXIMATE ANNUAL SALARY**

**CORRECTIONAL OFFICER - \$33,554 to \$47,231 PAY GRADE: 31**

**CORRECTIONAL OFFICER TRAINEE - \$30,902 to \$43,305 PAY GRADE: 29**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**NOTE: POSITIONS LOCATED AT ELY STATE PRISON AND LOVELOCK CORRECTIONAL CENTER RECEIVE AN ADDITIONAL 5% SPECIAL PAY INCREASE DUE TO RURAL LOCATION.**

**RECRUITING FOR:** Multiple vacancies within the Department of Corrections, **Statewide.**

**APPLICATIONS ACCEPTED UNTIL: 9/23/02**

Qualified applicants will be accepted on a "first come, first served" basis. Hiring may occur before the announcement is closed. Closure notice of one week or more will be posted on the weekly alphabetical listing of job announcements.

**HOW TO APPLY:** Check with the personnel representative for the area(s) in which you are interested in working (see list on back) to see if applications are being accepted. Submit an application after carefully reading the job announcement **and** instructions on Page 4 of the application form. Request an application by calling one of the Personnel Contacts or within Nevada calling (800) 992-0900 extension 0160 during normal working hours. You may call our job hotline recording number (775) 684-0160 or (702) 486-2920, 24 hours a day, and leave a recording requesting applications or specific announcements. The TDD number for the hearing impaired is (800) 326-6868. Submit your application to the Personnel Contact(s) listed for the geographic area(s) in which you are interested in working.

**THE POSITIONS:** **Correctional Officers (CO)** maintain and supervise inmates of the Nevada Department of Corrections in a controlled environment. **Correctional Officer Trainees (CO/T)** work under close supervision and receive structured classroom and on-the-job-training to maintain and supervise inmates in a controlled environment. This is the entry level which provides for semi-automatic progression to the Officer level upon satisfactory completion of the required twelve-month probationary period and approval of the appointing authority.

**TO QUALIFY:** The minimum qualifications for **Correctional Officer** require one year of experience as a correctional officer at the journey or trainee level which included certification as a peace officer under P.O.S.T. or its equivalent; **OR** one year of experience as a Correctional Officer Trainee in Nevada State service; **OR** an equivalent combination of education and experience. **Correctional Officer Trainee** requires high school graduation or the equivalent education and two years of work experience; **OR** an equivalent combination of education and experience.

**EXAMINATIONS: Written exam areas of special attention are:** Written Communications; Interpersonal Skills; Health & Safety; Criminal Justice & Policy Interpretation; Mathematical Problem Solving; and Supervision Principles.

Applicants are required to pass the P.O.S.T. **physical fitness test.** This includes, at a minimum, a vertical jump of 14 inches, 15 sit-ups in 1 minute, a 300-meter run in 77 seconds, 18 push-ups (not timed), and a 1.5-mile run/walk in 17 minutes and 17 seconds.

Both the written and physical fitness examinations must be passed for your name to be placed on a list to be considered for a position.

Blue jeans are **NOT** permitted for security reasons, **SO PLEASE, DO NOT WEAR THEM!** Comfortable clothing such as sweats should be worn for the physical fitness exam.

**CAREER PATHS:** The Department of Corrections is growing along with the State's population and provides opportunities for staff to compete for advancement based on their interests and additional training and experience. A typical career progression could include promotion to Senior Correctional Officer (\$49,360 current maximum salary), Correctional Sergeant (\$53,954), and Correctional Lieutenant (\$61,700). Casework and other specialized positions can also be filled from the uniformed ranks.

**Visit our Web Site: [www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)**

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Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

**SPECIAL NOTES:** After successful completion of the written and physical fitness examinations, applicants for this classification must:

- 1) Meet P.O.S.T. requirements as established in NAC Chapter 289.110;
- 2) Pass a strict initial medical examination and be able to meet the requirements of NRS 617.457 (Heart Bill) and NRS 617.455 (Lung Disease Bill) before appointment;
- 3) Submit to an FBI check; rejection during probation period for failure;
- 4) Be willing to work overtime on short notice, as well as weekends and holidays; be recalled to work in cases of emergency or staff shortages on regular days off or other times and be placed on stand-by status if necessary;
- 5) Possess and maintain a valid driver's license;
- 6) Pass all phases of orientation training; rejection during probation period for failure;
- 7) Pass a pre-employment screening test for the presence of controlled substances;
- 8) Be available to work any post/shift assignments.

**SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

| AREA  | CONTACT        | PHONE NUMBER   | ADDRESS   |
|---|----------------|----------------|---|
| Ely   | Diane Drais    | (775) 289-8800 | P. O. Box 1989<br>Ely, NV 89301   |
| Indian Springs & Jean<br>(Las Vegas area), Pioche,<br>Tonopah | Brenda Meads   | (702) 879-6604 | P.O. Box 650<br>Indian Springs, NV 89018  |
| Carson City, Reno, Silver<br>Springs                          | Sherri Vondrak | (775) 887-3232 | <a href="mailto:www.ndocpers@ndoc.state.nv.us">www.ndocpers@ndoc.state.nv.us</a><br>P. O. Box 7011<br>Carson City, NV 89702 |
| Carlin, Lovelock, Wells,<br>Winnemucca                        | Sherri Vondrak | (775) 887-3232 | <a href="mailto:www.ndocpers@ndoc.state.nv.us">www.ndocpers@ndoc.state.nv.us</a><br>P. O. Box 7011<br>Carson City, NV 89702 |

**INSTITUTIONS:** There are facilities located in Carson City, Lovelock, and Indian Springs that house all custody levels. A **maximum security** facility is located in Ely. **Conservation camps** are located in Carlin, Wells, Indian Springs, Pioche, Tonopah, Silver Springs, Jean, Winnemucca, Ely, and Carson City. There are **restitution centers** located in Reno and Las Vegas.

The Silver Springs Conservation Camp houses female inmates only. This facility is small and employs few staff. This, coupled with security requirements (i.e., searches), has necessitated that they employ only females in custody positions.

**STATUS ON AN ELIGIBLE LIST:** The term of eligibility is typically one year. If recruitment is open for the geographic area(s) in which you are interested, when your year of eligibility is about to expire, you may request a new year of eligibility.

**APPOINTMENTS:** Appointments are made from among those most qualified who have successfully completed the examinations.

**BENEFITS:** Paid medical, dental, vision care, life and disability insurance program; eleven paid holidays a year; three weeks of annual leave; three weeks of sick leave (no limit on accrual); 2 tax-sheltered deferred compensation plans are available. State employees do **not** contribute to Social Security, but a Medicare deduction of only 1.45% is required. Long-term employees enjoy additional benefits. And, there is **no State income tax!** It's not just what you make, but what you keep that counts!

**RETIREMENT:** Correctional Officers and Correctional Officer Trainees are covered by police/fire early retirement provisions and may retire at age 50 with 20 or more years of police/fire service, at age 55 with 10 or more years, or at any age with 25 years.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION:** The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, political affiliation or disability, as outlined in the State Affirmative Action Plan.

**JOB ANNOUNCEMENT NOT A CONTRACT:** This job announcement is not a contract and the State of Nevada retains the right to change or cancel it without prior notice.

Announcement #: 320597

An Open Competitive Recruitment for:

Class Code: 10.140C

10.147C

Posted: 3/17/03

***DEVELOPMENTAL SPECIALIST III  
DEVELOPMENTAL SPECIALIST II***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$39,693 to \$56,397 PAY GRADE: 35**

**APPROXIMATE ANNUAL SALARY - \$36,498 to \$51,594 PAY GRADE: 33**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Department of Human Resources, Mental Health/Developmental Services, Rural Regional Center, **Silver Springs**, Nevada. Frequent travel (typically up to 40% of the time) is required. In order to receive consideration, applicants must indicate their availability to work in this geographical location. **Hiring may occur at either level.**

**THE POSITION:** *Program for Individuals with Mental Retardation and Related Conditions:* Under general supervision incumbents develop, coordinate and monitor the implementation of client support services and treatment activities to facilitate achievement of identified goals for the specific developmental and behavioral management needs of each client in the least restrictive environment possible. They coordinate services, develop financial and community resources, recruit community service providers and contractors, supervise the activities of supported living providers, and provide education and information to family members, other agencies and service providers. The position serves people and families in Lyon, Mineral and part of Nye counties.

**TO QUALIFY:** **Developmental Specialist III** requires a Bachelor's degree from an accredited college or university in early childhood, special education, human growth and development, psychology, counseling, social work or a closely related field and **three** years of experience in an early intervention program, early childhood program, early childhood special education setting, mental health or mental retardation facility, or a clinical setting providing developmental, special education, or treatment-oriented services. **Developmental Specialist II** requires a Bachelor's degree as described above and **two** years as described above.

**SPECIAL NOTES:** 1) Current vacancy requires applicant meet federal guidelines for Qualified Mental Retardation Professional designation at the time of appointment. 2) Must possess and maintain a valid driver's license. 3) Fingerprinting and a background investigation through the FBI and NHP are required. The employee is responsible for the \$45.00 processing fee upon hiring plus additional fees for rolling fingerprints.

**APPLICATIONS ACCEPTED UNTIL: Further Notice**

Qualified applicants will be accepted on a "first come, first served" basis. Hiring may occur before the announcement is closed. Closure notice of one week or more will be posted on the weekly alphabetical listing of job announcements.

**THE EXAMINATION: The exam will consist of a rating of training and experience weighted 100%.** The results of this recruitment may be used to fill subsequent vacancies. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. Use a separate sheet of paper. Number your answers to agree with each question. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. **Attach the answer sheet to your application. Failure to attach the answers will result in a score based solely on the application.**

**QUESTIONS:** Please identify your experience working with persons with MR/DD in the following areas: 1) Caseload supervision or management; 2) Program development or coordination; 3) Training of consumers; 4) Behavioral assessment; 5) Development of treatment plans/IEP; 6) Residential living facility, group home, ICF/MR or supportive living arrangement; 7) Vocational settings or supportive employment; 8) Special education setting; 9) Working with families; 10) Supervision of paraprofessional staff or professional staff (provide staff size and titles); 11) List related certification/licensure i.e. Social Work, RN occupational therapy; 11) Community Based Waiver Program.

**SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Vivian Kuhn  
Phone: (775) 684-0134  
TDD for the Hearing Impaired: (800) 326-6868

Department of Personnel  
209 East Musser Street, Suite 101  
Carson City, Nevada 89701-4204  
**Visit our Web Site: <http://dop.nv.gov/>**

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 330489

An Open Competitive Recruitment for:

Class Code: 10.170L

Posted: 3/17/03

### ***LICENSED PSYCHOLOGIST I***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$53,954 to \$77,507 PAY GRADE: 42**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Department of Employment, Training and Rehabilitation, Rehabilitation Division, Bureau of Disability and Adjudication, **Las Vegas, Nevada**. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**APPLICATIONS ACCEPTED UNTIL: Further Notice**

Qualified applicants will be accepted on a "first come, first served" basis. Hiring may occur before the announcement is closed. Closure notice of one week or more will be posted on the weekly alphabetical listing of job announcements.

**THE POSITION:** Licensed Psychologists provide psychological testing, evaluation, psychotherapy, counseling, and consultation to clients; administer, score and interpret a wide variety of diagnostic and projective tests in order to evaluate and diagnose clients provide crisis intervention services; participate in treatment team meetings to discuss the status and progress of clients and recommend specific courses of treatment; review psychosocial assessments written by other clinicians to monitor and evaluate treatment effectiveness; provide oral and written court testimony as a witness regarding the mental status of clients; plan, develop and coordinate program services to meet the needs of the population served.

**TO QUALIFY:** The minimum qualifications for this position require current licensure as a Psychologist in the State of Nevada and one year of post-doctoral experience in providing psychological services in an inpatient, outpatient or residential setting.

**SPECIAL NOTES:** 1) Licensed Psychologist I's must possess and maintain current licensure as a Psychologist issued by the State of Nevada Board of Psychological Examiners. 2) Incumbents may be required to work evenings, weekends and holidays, in addition to their normal schedule.

**THE EXAMINATION:** The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

#### **SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Mark Anastas  
Phone: (702) 486-2903  
TDD for the Hearing Impaired: (800) 326-6868

Department of Personnel  
555 E. Washington Avenue, Suite 1400  
Las Vegas, Nevada 89101-1046  
**Visit our Web Site: <http://dop.nv.gov>**

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 330490

An Open Competitive Recruitment for:

Class Code: 9.418P

Posted: 3/17/03

## ***LOCKSMITH I***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$32,176 to \$45,184 PAY GRADE: 30**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** Two permanent, full-time vacancies located at the University and Community College System of Nevada, University of Nevada - Las Vegas, **Las Vegas**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**APPLICATIONS ACCEPTED UNTIL: 3/31/03**

**THE POSITION:** Incumbents will be responsible for the maintenance of the entire master key system for the University of Nevada-Las Vegas campus and the installation and maintenance of locking devices and systems including bored cylinder, tumbler, electronic magnetic and push-button combination locks, and panic exit devices.

**TO QUALIFY:** The minimum qualifications for this position require three years of skilled locksmithing experience under the supervision of a journey level locksmith (such as an apprenticeship program); **OR** completion of a recognized locksmith apprenticeship program; **OR** an equivalent combination of education and experience.

**THE EXAMINATION:** If there are five or fewer qualified applicants, the exam will consist of an application evaluation. Qualified applicants will be contacted by the hiring agency for interview. If there are more than five qualified applicants, **the exam will consist of a rating of training and experience weighted 100%**. The results of this recruitment may then be used to fill subsequent vacancies. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. Use a separate sheet of paper. Number your answers to agree with each question. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not disqualifying. **Attach the answer sheet to your application. Failure to attach the answers will result in a score based solely on the application.**

**QUESTIONS:** Please describe your experience in detail as it relates to each of the elements listed, include name of employer and dates of the experience. 1) Formal locksmith training. 2) Locksmith experience working with electronic and computerized lock systems. 3) Leaf spring locks. 4) Commercial heavy duty locks. 5) Coring. 6) a. Office equipment locks; b. Padlocks; c. Knob (door) locks; d. Rim cylinder (dead bolt) locks; e. Mortise (cut into door) locks; f. High security (7-pin) locks; g. Push button locks; h. Solenoid (electro-magnetic) locks. 7) Key assignments (utilizing code books). 8) Maintaining a master key file. 9) Experience working with wiring diagrams and blueprints.

### **SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Trish Callard/GH  
Phone: (702) 895-3504  
TDD for the Hearing Impaired: (800) 326-6868  
**Visit our Web Site: <http://dop.nv.gov>**

University of Nevada - Las Vegas  
4505 South Maryland Parkway  
P.O. Box 451026  
Las Vegas, Nevada 89154-1026

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 340042

An Open Competitive Recruitment for:

Class Code: 10.715F

Posted: 3/17/03

### ***MICROBIOLOGIST III***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$38,043 to \$53,954 PAY GRADE: 34**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the University and Community College System of Nevada, University of Nevada-Reno, School of Medicine/Nevada State Health Laboratory, **Reno**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**APPLICATIONS ACCEPTED UNTIL: 4/7/03**

**THE POSITION:** Working alone, this position will coordinate bioterrorism preparedness in the State of Nevada. This will include educating and training Laboratorians statewide in the proper screening methods for the detection of bioterrorism agents as well as the protocols to follow should a suspicious organism be found.

**TO QUALIFY:** The minimum qualifications for this position require a Bachelor's degree from an accredited college or university in microbiology, medical technology or closely related field and two years of professional experience as a microbiologist or medical technologist in a laboratory setting conducting various tests on milk, water and food products and performing clinical bacteriological, mycobacteriological, mycological, parasitological, and serological analysis; **OR** one year as a Microbiologist II in Nevada State service; **OR** an equivalent combination of education and experience.

**SPECIAL NOTES:** 1) As part of the hiring process, candidates for positions in the University and Community College System of Nevada may be required to perform or demonstrate job-related tasks. 2) Fingerprinting and a background investigation through the FBI and NHP are required. The employee is responsible for the processing fee upon hiring plus additional fees for rolling fingerprints. 3) Applicants possessing Nevada State Certification as a Clinical Laboratory Technologist are encouraged to apply. 4) Experience speaking in front of small groups, developing protocols, knowledge of quality assurance and experience developing training presentations and handouts preferred. 5) Travel within the State of Nevada required.

**THE EXAMINATION:** If there are five or fewer qualified applicants, the exam will consist of an application evaluation. Qualified applicants will be contacted by the hiring agency for interview. If there are more than five qualified applicants, **the exam will consist of a rating of training and experience weighted 100%.** The results of this recruitment may be used to fill subsequent vacancies. It is essential that applications include extensively detailed information with time frames regarding education and experience. **Areas of special attention are: Knowledge of:** laboratory equipment including maintenance and proper use; State and federal health and safety regulations applicable to a laboratory environment; reference materials used to research information related to identification of antibiotic sensitivity, and quality assurance/quality control; specialized computer equipment and applications; ability to compare, contrast, analyze and interpret tests results or statistical data, and formulate conclusions; perform specialized tests procedures and adapt to new testing formats; independently conduct microbiological test and procedures; implement quality assurance procedures and requirements; theories and principles of microbiology and immunology; aseptic techniques; safety precautions required with biological and etiological samples, chemicals and potentially hazardous materials. Ability to operate standard laboratory equipment; distinguish colors, turbidity, shapes and sizes in order to follow specified laboratory procedures; communicate effectively both orally and in writing. Your score will be based on the information provided in your application. Applicants may be required to complete a supplemental questionnaire regarding education and experience. If a supplemental questionnaire is required, scoring will be based on both the application and the supplemental questionnaire.

#### **SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Mary Lou Phipps/AA  
Phone: (775) 784-6844  
TDD for the Hearing Impaired: (800) 784-1706  
**Visit our Web Site: <http://dop.nv.gov/>**

University & Community College System of Nevada  
Business Center North, Personnel  
Room 2, Artemesia Building - Mail Stop 240  
Reno, Nevada 89557-0055

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**



Announcement #: 310455

An Open Competitive Recruitment for:

Class Code: 1.906B  
Posted: 3/17/03

***PARKS REGIONAL MANAGER I***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$43,305 to \$61,700 PAY GRADE: 37**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Department of Conservation and Natural Resources, Division of State Parks, Region II Headquarters, Lake Tahoe State Park, **Incline Village**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location **and be willing to work various shifts and weekends.**

**APPLICATIONS ACCEPTED UNTIL: 4/7/03**

**THE POSITION:** Positions allocated to this class work under the direction of the Chief of Park Operation and Maintenance and manage a large geographical region containing more than three State parks. Formulate, develop and implement policies and procedures for the region; develop and administer the regional program budget; manage a variety of regional programs and projects to maintain and enhance park facilities; develop and implement activities to enhance the park experience for visitors; oversee and manage the region's law enforcement program; manage and coordinate the region's comprehensive maintenance program for park facilities; supervise and evaluate the performance of assigned staff.

**TO QUALIFY:** The minimum qualifications for this position requires a Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology or closely related field and four years of progressively responsible park experience including two years experience in managing the personnel, budget and resources of a park with diversified programs, varied recreational activities, special maintenance and resource protection needs, and permanent staff; **OR** two years of experience as a Park Supervisor II in Nevada State service; **OR** an equivalent combination of education and experience.

**SPECIAL NOTES:** 1) Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances. 2) Applicants for this classification must meet P.O.S.T. requirements. 3) Candidates must possess and maintain a valid Nevada Class C driver's license. 4) The successful candidate will be required to live in state housing.

**THE EXAMINATION:** If there are five or fewer qualified applicants, the exam will consist of an application evaluation. Qualified applicants will be contacted by the hiring agency for interview.

If there are more than five qualified applicants, **the exam will consist of a rating of training and experience weighted 100%.** The results of this recruitment may be used to fill subsequent vacancies in Incline Village. Qualified applicants may be required to submit a supplemental questionnaire. It is essential that applications include extensively detailed information with time frames regarding education and experience. Scoring will be based on both the application and the supplemental questionnaire.

**SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Kathy Souza  
Phone: (775) 684-0147  
TDD for the Hearing Impaired: (800) 326-6868

Department of Personnel  
209 East Musser Street, Suite 101  
Carson City, Nevada 89701-4204  
**Visit our Web Site: <http://dop.nv.gov/>**

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 320583

A Divisional/Departmental/Statewide Promotional  
Recruitment for:

Class Code: 7.532B  
Posted: 3/17/03

***PERSONNEL TECHNICIAN III***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$30,902 to \$43,305 PAY GRADE: 29**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** Qualified persons currently employed in the classified State service and who have been so employed for at least six months.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Department of Conservation and Natural Resources, Parks Division, **Carson City**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**APPLICATIONS ACCEPTED UNTIL: 3/31/03**

**THE POSITION:** Personnel Technicians perform a wide variety of personnel support activities including recruitment and examining; certification; payroll and employee records processing; interpretation of personnel rules, regulations, policies and procedures; affirmative action; job development; leave management; collection, compilation and review of data; and report preparation. This position will be heavily involved in recruitment for seasonal and regular Parks Division positions and will be responsible for initiating the processing of agency personnel actions.

**TO QUALIFY:** The minimum qualifications for this position require graduation from high school or the equivalent and three years of technical experience in a comprehensive personnel program; **OR** two years of experience as a Personnel Technician II in Nevada State service; **OR** an equivalent combination of education and experience.

**THE EXAMINATION:** If there are five or fewer qualified applicants, the exam will consist of an application evaluation. Qualified applicants will be contacted by the hiring agency for interview.

If there are more than five qualified applicants, **the exam will consist of a written weighted 100%**. The results of this recruitment may be used to fill subsequent vacancies.

**Areas of special attention for the written exam are:** 10 questions on office operations and practices; 10 questions on records management; 10 questions on English usage; 10 questions on reading comprehension; 10 questions on following written instructions; 10 questions on arithmetic; 5 questions on bookkeeping; and 15 questions on supervision.

**SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Frank Steinberg  
Phone: (775) 684-0137  
TDD for the Hearing Impaired: (800) 326-6868

Department of Personnel  
209 East Musser Street, Suite 101  
Carson City, Nevada 89701-4204  
**Visit our Web Site: <http://dop.nv.gov/>**

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 320592

An Open Competitive Recruitment for:

Class Code: 10.709B

Posted: 3/17/03

***PHARMACIST I (PART-TIME)***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE HOURLY SALARY - \$23.64 to \$33.86 PAY GRADE: 40**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, half-time vacancy located at the Department of Human Resources, Mental Health/Developmental Services Division, Northern Nevada Adult Mental Health Services, Sparks, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**APPLICATIONS ACCEPTED UNTIL: Further Notice**

Qualified applicants will be accepted on a "first come, first served" basis. Hiring may occur before the announcement is closed. Closure notice of one week or more will be posted on the weekly alphabetical listing of job announcements.

**THE POSITION:** Under the direction of a Pharmacist II, incumbent processes pharmaceutical orders and prescriptions; maintains records on usage and cost; establishes drug quality specifications; maintains an inventory and purchasing system and advises professional health care staff and consumers on current pharmacology in order to maximize the quality of patient care; implements and maintains a system for the verification of purchases from vendors and participates in the treatment process.

**TO QUALIFY:** The minimum qualifications for this position require graduation from an accredited school of pharmacy. In addition, possession of a license as a pharmacist issued by the Nevada State Board of Pharmacy is required at the time of appointment and for continued employment.

**SPECIAL NOTES:** 1) Fingerprinting and a background investigation through the FBI and NHP are required of all Northern Nevada Adult Mental Health Services staff. The employee is responsible for the \$45.00 processing fee upon hiring plus additional fees for rolling fingerprints. 2) Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.

**THE EXAMINATION:** The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

**SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Beverly Ghan  
Phone: (775) 684-0126  
TDD for the Hearing Impaired: (800) 326-6868

Department of Personnel  
209 East Musser Street, Suite 101  
Carson City, Nevada 89701-4204  
**Visit our Web Site: <http://dop.nv.gov/>**

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Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 340040

An Open Competitive Recruitment for:

Class Code: 9.432C

Posted: 3/17/03

## ***PLUMBER I***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$33,554 to \$47,231 PAY GRADE: 31**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**APPLICATIONS ACCEPTED UNTIL:** 3/31/03

**RECRUITING FOR:** A limited duration, full-time vacancy located at the University and Community College System of Nevada, University of Nevada-Reno, Buildings and Grounds Department, **Reno**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**THE POSITION:** Will perform journey level plumbing work on remodel and new construction projects. The position does not perform maintenance plumbing work. Duties include: building and remodeling plumbing and fixtures in accordance with code requirements by reviewing blueprints; planning and laying out projects; performing material take offs and labor estimates for commercial plumbing; laying out and installing plumbing for HVAC equipment; providing lead work to other trades personnel when plumbing is involved, among other duties.

**TO QUALIFY:** The minimum qualifications for this position require four years of skilled plumbing experience under the supervision of a journey level plumber such as an apprenticeship which included responsibility for performing a variety of repairs and maintenance activities, laying out jobs, and ordering material, plus 30 semester credits with an emphasis in plumbing technology; **OR** successful completion of the Craft-Worker-In-Training program in Nevada State service; **OR** completion of a recognized plumbing apprenticeship program; **OR** an equivalent combination of education and experience.

**Additionally, the current position requires** experience with commercial plumbing, material take offs, and labor estimates. The eligible list established from this recruitment will be used only when these requirements exists.

**SPECIAL NOTES:** 1) In order to receive proper credit for college courses or technical school, and/or journey level experience, please provide a photo copy of appropriate proof such as college transcripts, certificate of completion, or journey card. 2) Continuation of this position is contingent upon funding with no layoff rights. 3) As part of the hiring process, candidates for positions in the University and Community College System of Nevada may be required to perform or demonstrate job-related tasks.

**THE EXAMINATION:** If there are five or fewer qualified applicants, the exam will consist of an application evaluation. Qualified applicants will be contacted by the hiring agency for interview. If there are more than five qualified applicants, **the exam will consist of a rating of training and experience weighted 100%**. The results of this recruitment may be used to fill subsequent vacancies. It is essential that applications include extensively detailed information with time frames regarding education and experience.

**Areas of special attention are:** Plumbing systems, pipes, fittings, valves, and components; standard practices, methods, materials, tools, and equipment used in plumbing; safety hazards, safe working procedures and the proper use, storage and disposal of hazardous materials; national, state and local building codes, Uniform Plumbing Code, and OSHA requirements; preparing work orders, requisition supplies, and specifications; reading and interpreting installation manuals, etc. Your score will be based on the information provided in your application. Applicants may be required to complete a supplemental questionnaire regarding education and experience. If a supplemental questionnaire is required, scoring will be based on both the application and the supplemental questionnaire.

### **SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Marlies C. Radtke/DC  
Phone: (775) 784-6844  
TDD for the Hearing Impaired: (800) 784-1706  
**Visit our Web Site:** <http://dop.nv.gov/>

University & Community College System of Nevada  
Business Center North, Personnel  
Room 2, Artemesia Building - Mail Stop 240  
Reno, Nevada 89557-0055

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 320553

An Open Competitive Recruitment for:

Class Code: 10.143A

Posted: 3/17/03

***PSYCHOLOGIST I (PART-TIME)***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE HOURLY SALARY - \$19.01 to \$27.01 PAY GRADE: 35**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, part-time vacancy (51% FTE) located at the Department of Corrections, Silver Springs Conservation Camp, **Silver Springs**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**APPLICATIONS ACCEPTED UNTIL: Further Notice**

Qualified applicants will be accepted on a "first come, first served" basis. Hiring may occur before the announcement is closed. Closure notice of one week or more will be posted on the weekly alphabetical listing of job announcements.

**THE POSITION:** Provides discharge planning and linkage to community services for women inmates at the Silver Springs Conservation Camp.

**TO QUALIFY:** The minimum qualifications for this position require a Master's degree from an accredited college or university in psychology, counseling, education, or closely related field and two years of post-master's degree experience providing therapy and psychological testing services in a correctional, rehabilitative, clinic or institutional setting; **OR** an equivalent combination of education and experience.

**THE EXAMINATION:** The exam will consist of a rating of **training and experience weighted 100%**. It is essential the applications include extensively detailed information with time frames regarding education and experience. Qualified applicants will be required to complete a supplemental questionnaire. Scoring will be based on both your application and questionnaire.

**SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Sherri Vondrak/AA  
Phone: (775) 887-3232  
TDD for the Hearing Impaired: (800) 326-6868

Department of Corrections  
P.O. Box 7011  
Carson City, Nevada 89702  
**Visit our Web Site: <http://dop.nv.gov/>**

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 703033

An Open Competitive Recruitment for:

Class Code: 12.4610  
Amended for Special Note  
& Closing Date: 3/24/03

## ***REHABILITATION SUPERVISOR I - COUNSELING SERVICES***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$39,693 to \$56,397 PAY GRADE: 35**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Department of Employment, Training and Rehabilitation, Rehabilitation Division, **Las Vegas**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical locations.

**APPLICATIONS ACCEPTED UNTIL: 4/7/03**

**THE POSITION:** Incumbents maintain effective working relationships within the community to explain services, coordinate service delivery, identify available services, respond to inquiries, resolve complaints and maintain a high level of visibility in the professional and business community. Incumbents oversee the delivery of physical and mental restoration, counseling and guidance services; investigate the circumstances relevant to client complaints and determine an appropriate course of action. Incumbents perform fiscal management functions to prevent deficit spending and ensure compliance with fiscal policies and procedures by distributing funds, monitoring and approving expenditures for clients services, resolving problems with vendors providing client services, and taking corrective action when spending deviates from targeted goals and program emphasis.

**TO QUALIFY:** The minimum qualifications for this position require a Master's degree in Rehabilitation Counseling from an accredited college or university and two years of professional experience in a rehabilitation setting; **OR** a Bachelor's degree in rehabilitation counseling from an accredited college or university and three years of professional experience in a rehabilitation setting; **OR** one year of experience as a Rehabilitation Coordinator III in Nevada State service; **OR** an equivalent combination of education and experience.

**SPECIAL NOTE:** Due to federal funding requirements, in order to qualify for the Rehabilitation Supervisor I - Counseling, applicants must possess a Master's degree in Vocational Rehabilitation from an accredited college or university and provide documentation of their eligibility to sit for the Certification Rehabilitation Counselor examination. The eligible list established from this recruitment will be used only when this requirements exists. **Transcripts must be attached to application.**

**THE EXAMINATION:** If there are five or fewer qualified applicants, the exam will consist of an application evaluation. Qualified applicants will be contacted by the hiring agency for interview. If there are more than five qualified applicants, **the exam will consist of a rating of training and experience weighted 100%.** The results of this recruitment may be used to fill subsequent vacancies. It is essential that applications include extensively detailed information with time frames regarding education and experience.

**Areas of special Attention are: Knowledge of:** physical and mental disabilities and their effects on the ability to perform work; the disease process, injury effect, commonly accepted treatment, prognosis and duration of mental and physical disabilities; medical and psychological terminology sufficient perform quality control and supervisory review functions; rehabilitation, counseling, case management, occupational testing and guidance theory; the medical, social, psychological, vocational and independent living needs of persons with disabilities including assistive technology and its application.

### **SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Peggy Berryman/PSU  
Phone: (702) 486-7991  
PA Berryman@NVDETR.ORG

Department of Employment, Training and Rehabilitation  
101 Convention Center DR. #925  
Las Vegas, Nevada 89109  
**Visit our Web Site: <http://dop.nv.gov>**

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 330486

An Open Competitive Recruitment for:

Class Code: 11.522X

Posted: 3/17/03

### ***SAFETY SPECIALIST II - TRAINING***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$34,953 to \$49,360 PAY GRADE: 32**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Department of Transportation, District I Training Section, Las Vegas, Nevada. **Moderate travel (typically up to 25% of the time) is required.** In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**APPLICATIONS ACCEPTED UNTIL: 3/31/03**

**THE POSITION:** This position designs, develops and presents formal training on a wide range of safety and health regulations, standards, safe work practices, hazard abatement strategies, risk management, sight inspections and other related management practices. The position works with NDOT staff to motivate employees in achieving safe work practices and regulatory compliance.

**TO QUALIFY:** The minimum qualifications for this position require a Bachelor's degree from an accredited college or university in education, Occupational Safety and Health, or closely related field plus one year of experience in adult education, including course presentation on occupational safety and health-related topics; **OR** Associate in Applied Science degree from an accredited school in science, occupational safety and health, or a closely related field, and three years of experience as described above; **OR** current certification as an Associate in Loss Control Management, an Associate Safety Professional, or an Occupational Safety and Health Technologist, and two years of experience as described above; **OR** municipal, State, or national instructor certification in safety and health, hazardous materials, environmental sciences, fire science or a related field and two years of experience as described above; **OR** an equivalent combination of education, certifications, and experience.

**SPECIAL NOTES:** 1) Additionally, the applicants must possess experience in Excel, Microsoft Word and Power Point Presentations. 2) Candidates must possess and maintain as a condition of employment a valid driver's license.

**THE EXAMINATION:** The exam will consist of a rating of training and experience weighted 100%. It is essential that applications include extensively detailed information with time frames regarding education and experience. If there are a sufficient number of qualified applicants, an assessment of each applicant's qualifications will be conducted. The rating of training and experience will be limited to those most qualified based on that assessment.

**Areas of special attention are:** **Knowledge of:** principles and practices of industrial hygiene; major references, codes and standards used in occupational safety and health, including federal OSHA, Nevada OSHES, and adopted codes for general industry and construction; use and limitations of safety and health environmental monitoring equipment. **Ability to:** independently conduct comprehensive surveys or compliance inspections in construction or general industry; identify workplace hazards and violations of accepted standards; propose reasonable means of correcting workplace hazards; operate various safety and health field equipment; conduct fact-finding interviews with employers and employees; read and understand engineering drawings, plans, and specifications; work collaboratively with employers to exchange information and develop reasonable correction strategies for workplace hazards; set priorities which accurately reflect the relative importance of job responsibilities.

#### **SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Mark Anastas  
Phone: (702) 486-2903  
TDD for the Hearing Impaired: (800) 326-6868

Department of Personnel  
555 E. Washington Avenue, Suite 1400  
Las Vegas, Nevada 89101-1046  
**Visit our Web Site: [http:// dop.nv.gov](http://dop.nv.gov)**

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**

Announcement #: 320582

An Open Competitive Recruitment for:

Class Code: 12.326A

Posted: 3/17/03

***SOCIAL WELFARE MANAGER III -  
CHILD WELFARE SERVICES***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$47,231 to \$67,568 PAY GRADE: 39**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Department of Human Resources, Division of Child and Family Services, **Carson City**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**THE POSITION:** Under general direction, Social Welfare Managers plan, organize, direct and control the operations of a district office or region; ensure social welfare programs are administered in compliance with applicable policies and procedures; participate in program planning, development and implementation; serve as a division representative in the community.

**TO QUALIFY:** The minimum qualifications for this position require one year of managerial experience which included directing and implementing child welfare service programs, managing an office providing child welfare services, and supervising professional child welfare staff; **OR** three years of supervisory experience which included supervision of professional child welfare staff, implementation and/or evaluation/coordination of child welfare service programs, and control and evaluation of casework.

**LICENSE:** Licensure or provisional licensure by the State Board of Social Work Examiners as a Social Worker, Clinical Social Worker, independent Social Worker or associate in social work is required at the time of appointment. Employees must maintain licensure for continuing employment in these positions.

**SPECIAL NOTE:** Fingerprinting and a background investigation through the FBI and NHP are required. The employee is responsible for the processing fee upon hiring plus additional fees for rolling fingerprints.

**APPLICATIONS ACCEPTED UNTIL: Further Notice**

Qualified applicants will be accepted on a "first come, first served" basis. Hiring may occur before the announcement is closed. Closure notice of one week or more will be posted on the weekly alphabetical listing of job announcements.

**THE EXAMINATION: The exam will consist of a rating of training and experience weighted 100%.** The results of this recruitment may be used to fill subsequent vacancies. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. Use a separate sheet of paper. Number your answers to agree with each question. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. **Attach the answer sheet to your application. Failure to attach the answers will result in a score based solely on the application. Please describe your experience in:** 1) Managing or supervising a staff in a Social Service eligibility related program; 2) managing or supervising in other types of Social Services programs; 3) planning for and/or monitoring budgets and expenditures; 4) developing and/or implementing goals and activities; 5) assigning and monitoring activities of subordinate staff; 6) conflict resolution or arbitration of disputes; 7) developing and implementing corrective actions to resolve program deficiencies; 8) ongoing assessment of program effectiveness; 9) interpreting laws and regulations; 10) non-supervisory experience in social welfare programs; 11) professional public relations other than previous elements.

**SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Vivian Kuhn  
Phone: (775) 684-0134  
TDD for the Hearing Impaired: (800) 326-6868

Department of Personnel  
209 East Musser Street, Suite 101  
Carson City, Nevada 89701-4204  
**Visit our Web Site: <http://dop.nv.gov/>**

A resume will not be accepted in lieu of a State of Nevada application.

Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**



Announcement #: 320572

A Divisional/Departmental/Statewide  
Promotional/Open Competitive Recruitment for:

Class Code: 12.306B  
Posted: 3/17/03

***SOCIAL WELFARE PROGRAM CHIEF I -  
SENIOR SERVICES***

**GOVERNOR GUINN HAS IMPOSED A HIRING FREEZE ON ALL POSITIONS.  
BUDGET APPROVAL MUST BE OBTAINED BEFORE ANY POSITION CAN BE FILLED.**

**APPROXIMATE ANNUAL SALARY - \$45,184 to \$64,540 PAY GRADE: 38**

Range reflects retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time vacancy located at the Department of Human Resources, Division for Aging Services, **Carson City**, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.

**APPLICATIONS ACCEPTED UNTIL: 3/31/03**

**THE POSITION:** The incumbent is responsible for the implementation and continual monitoring of the Community Based Care (CBC) services, which include the Community Home-Based Initiatives Program, Group Care Waiver Program, and Title XX Homemaker Programs statewide; maintaining operational manuals, fee schedule manuals, services delivery methodology and all other standards and procedures; monitoring expenditures and service utilization and review of fiscal accountability for the unit, developing the budget, testifying at the legislature on CBC issues, developing, participating and monitoring training programs for all service providers statewide, developing new programs and services as needed for program recipients, and managing contract development of service providers.

**TO QUALIFY:** The minimum qualifications for this position require a Bachelor's degree from an accredited college or university with a major in business administration, public administration, human services, or a field of social science and three years of professional experience at a supervisory or journey-level program specialist level (e.g., Social Welfare Program Specialist II; Quality Control Specialist I) which included responsibility for directing the operation of a program unit or serving as a consultant to professional program personnel; coordinating program activities with officials and representatives of other agencies or institutions; interpretation and application of federal and state regulations and program policies; writing program policies, procedures, and/or reports; and supervision of professional or paraprofessional level staff; **OR** an equivalent of education above the high school level and experience as described above.

**Additionally, the current position requires experience in a community based care delivery system. The eligible list established from this recruitment will be used only when this requirement exists.**

**LICENSE:** Licensure by the State of Nevada Board of Examiners for Social Workers as a Social Worker or an Associate in Social Work is required.

**SPECIAL NOTE:** Fingerprinting and a background investigation through the FBI and NHP are required. The employee is responsible for the \$45.00 processing fee upon hiring plus additional fees for rolling fingerprints.

**THE EXAMINATION:** The exam will consist of an application evaluation and possession of the required license. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

**SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:**

Beverly Ghan  
Phone: (775) 684-0126  
TDD for the Hearing Impaired: (800) 326-6868

Department of Personnel  
209 East Musser Street, Suite 101  
Carson City, Nevada 89701-4204  
**Visit our Web Site: <http://dop.nv.gov/>**

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Original signature required; facsimiles cannot be accepted. Keep a copy of your application for job interviews.

**IMPORTANT - READ INFORMATION ON REVERSE SIDE OF ANNOUNCEMENT BEFORE SUBMITTING EMPLOYMENT APPLICATION**



For additional information and/or applications regarding the preceding positions, contact Nevada State Department of Personnel, Carson City, Blasdel Bldg., 209 E. Musser Street, Room 101, 89701-4204, (775) 684-0150, or Las Vegas, 555 East Washington Avenue, Suite 1400, 89101-1046, (702) 486-2900. Detailed job information may also be obtained from the agency where position vacancy is located.

- Applications are to be submitted to either the Carson City or Las Vegas office unless otherwise specified.
- Applicants are responsible for their own travel and expenses incurred in the examination process.
- Accommodations in testing may be arranged for persons with disabilities. All oral examinations will be tape recorded.

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| CODE #  | ANN. # | TITLE |
|---|--------|-------|
| <b>"CANCELED" ANNOUNCEMENTS EFFECTIVE IMMEDIATELY ON MARCH 12, 2003</b> |        |       |

|         |        |                                  |
|---------|--------|----------------------------------|
| 10.673N | 330343 | Activities Therapy Technician II |
|---------|--------|----------------------------------|

|  |  |  |
|--|--|--|
| <b>AMENDED ANNOUNCEMENTS, EFFECTIVE MARCH 17, 2003</b> |  |  |
|--|--|--|

|         |        |  |
|---------|--------|--|
| 12.461O | 703033 | Rehabilitation Supervisor I -<br>Counseling Services |
|---------|--------|--|

|  |  |  |
|--|--|--|
| <b>ANNOUNCEMENTS CLOSING AT 5:00 P.M., ON MARCH 24, 2003</b> |  |  |
|--|--|--|

|         |        |  |
|---------|--------|--|
| 6.762C  | 310256 | Project Manager III                                |
| 6.754D  | 310263 | Building Construction Inspector III                |
| 9.359A  | 310440 | Pilot I - Seasonal                                 |
| 11.522W | 330476 | Safety Specialist II - Training                    |
| 12.379U | 330479 | Eligibility Certification Specialist I             |
| 12.3793 | 320554 | Eligibility Certification Specialist I (Part-Time) |

**TELEPHONE JOB INFORMATION LINE:** A recorded 24-hour telephone service is now available in Carson City at (775) 684-0160 and Las Vegas at (702) 486-2920 for information on additional vacancies in State government.

**VISIT OUR WEB SITE AT:** [www.dop.nv.gov/](http://www.dop.nv.gov/)

**NEVADA STATE DEPARTMENT OF PERSONNEL - AN EQUAL OPPORTUNITY EMPLOYER**

# **APPLYING FOR POSITIONS WITH THE STATE OF NEVADA**

## **HOW TO APPLY**

Applications are accepted only when recruitment is open for a specific job classification. Read the job announcement on the reverse side carefully **and** the Instructions on page 4 of the employment application before applying. If accommodation for a disability is needed during the application or examination process, contact the recruiter identified on the reverse side.

## **RECRUITMENT LIMITED TO SPECIFIC GEOGRAPHICAL AREA(S)**

When recruitment is limited to a specific geographical area(s), applications will only be accepted from those applicants indicating their willingness to work in that area(s). Names will be placed on the eligible list for other areas **only** when recruitment opens for the other areas(s). If recruitment opens for another area, it is the applicant's responsibility to contact the Department of Personnel to indicate availability. Such an applicant may choose to integrate his/her score on the list for the remainder of the term of eligibility or recompute.

## **EXAMINATIONS**

If a written, oral or performance examination is required, qualified applicants are notified by mail as to the time and place. When the examination is a rating of training and experience, it is important that applicants read the additional instructions under "The Examination" on the reverse side, before applying. Examination scores are communicated by mail. Transportation expenses incurred for examinations are the applicant's responsibility. (Note: The "examination" referred to in this announcement is the process which determines whether qualified applicants will become eligible for employment with State agencies. It does not refer to the pre-employment interview or other selection processes used by the hiring agency.)

## **PREFERENCE FOR VETERANS, WIDOWS OF VETERANS AND RESIDENTS**

Upon successful completion of an examination, a preference of five points each is added to the score of: (1) veterans or widows of veterans; (2) disabled veterans; and (3) Nevada residents. See Instruction No. 5 on page 4 of the employment application for limitations and proof requirements for veterans.

## **STATUS ON AN ELIGIBLE LIST**

The term of eligibility is typically one year. If a recruitment for the same job class and option reopens within the year, eligible persons who competed during the last recruitment should reapply if a full year of new eligibility is desired. Interested persons who competed over a year ago must reapply. If an applicant chooses to retake an examination, the score of the most recent examination will determine eligibility.

Unless a recruitment is announced "open competitive" only, State employees receive preference in the certification process in the order described on the job announcement (i.e., divisional promotional, departmental promotional, etc.). When a recruitment is announced open competitive, eligible persons on ranked lists are certified solely in score order. The order of names may change when there are multiple testings, and names are added, or when an existing eligible list is used to fill subsequent vacancies. For example, a person who was "statewide promotional" on the initial certification of an eligible list may become "divisional promotional" if the new vacancy is in that person's employing division. Under certain conditions, the order of names on an open competitive list may be changed to provide promotional preference, or vice versa.

## **APPOINTMENTS**

Appointments to positions in the State's classified service are typically made on the basis of competitive examinations and "ranked" eligible lists. Examination scores are used in determining a person's placement on a ranked eligible list. When a vacancy occurs, the hiring agency can appoint any persons who are available, holding the five highest scores on the eligible list. The names of those persons not hired are returned to the eligible list to be considered when the next vacancy occurs.

Eligible lists may also be "unranked" or "waived" for some entry level jobs, jobs which require licensure or certification, or when a recruitment fails to produce more than five qualified applicants. In these instances, appointments are made from among those most qualified.

## **BENEFITS**

Paid medical, dental, vision care, life and disability insurance program; eleven paid holidays a year; three weeks of annual leave; three weeks of sick leave (no limit on accrual); State retirement system (PERS); a tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security, but a Medicare deduction is required. Long-term employees enjoy additional benefits.

## **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, political affiliation or disability, as outlined in the State Affirmative Action Plan.

## **IMMIGRATION REQUIREMENT**

It is the policy of the State of Nevada to employ only U.S. citizens and aliens lawfully authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, successful applicants will be required to show proof of their legal right to work in the United States within three working days of their appointment to any position with the State of Nevada.

## **JOB ANNOUNCEMENT NOT A CONTRACT**

This job announcement is not a contract of employment and the State retains the right to change or cancel it without prior notice.